



APPEAL APPLICATION FORM

Type of Review Requested

☐ Zoning Administrator

☐ Planning Commission

STAFF USE ONLY

Date Received: _____

Fee: _____

Receipt # _____

Case # _____

Application Information

Name of Appellant _____ Phone _____

Address _____

Business Address _____

Project Address _____

Project Description _____

(Example: variance, conditional use permit, design review, etc.)

Please use the space below to provide a response to the decision you are appealing. Attach additional sheets, if necessary. Grounds for an appeal must be based on at least one of the following:

(1) Factual Error. The statements or evidence relied upon by the decision maker when approving, conditionally approving, or denying a permit, map, or other matter was inaccurate;

(2) New Information. New information is available to the applicant or the interested person that was not available through that person's reasonable efforts or due diligence at the time of the decision; or

(3) Findings Not Supported. The decision maker's stated findings to approve, conditionally approve, or deny the permit, map, or other matter are not supported by the information provided to the decision maker.

In order for an appeal to be valid, detailed responses must be included which cite at least one of the above reasons for the appeal along with substantiation of the facts and circumstances on which the claim of the appeal is based. If an appeal is filed within the time limit specified, and determined to be valid, it automatically stays proceedings in the matter until a determination is made by the City Council.

Appeal Form Directions

Pursuant to the Chula Vista Zoning Ordinance Chapter 19.14, an interested party may appeal the decision of the Zoning Administrator, Design Review Board, Chula Vista Redevelopment Corporation, or Planning Commission to the City Council. The appellant must be an interested party. An interested party means a person who was present at a public hearing from which an appeal arose and who had filed a speaker slip with the decision maker at that public hearing, or a person who expressed an interest in the project in writing to that decision maker before the close of the public hearing or a decision on an action from which an appeal may be filed. The appellant must file a complete appeal application form within the specified appeal period (10 business days after the decision has been made), complete the Disclosure Statement, and pay the required fee. The appeal will then be scheduled for a hearing by the City Council within 30 days.

Signature of Appellant

Date: _____

DO NOT WRITE IN THIS SPACE

The above matter has been scheduled for public hearing before the: ☐ City Council On ____/____/____

Development Services Department City Clerk